



Checklist for a Great NAFSA Presentation

#1. Contact your co-presenters

- Find the best way to communicate with your co-presenters. Set deadlines for the first and final drafts of the presentation.
- Agree to create one presentation under the same format.
- Set dates to **practice** before the conference and at the conference

#2. Build content

- Think about **why** you are presenting and **what** your audience will learn.
- Review your learning objectives at www.nafsa.org/ac19program
- Keep your promise and **deliver** what is published in your title and abstract.
- Build interest and curiosity. Think about including visuals, stories, and interesting facts or statistics.
- Engage** your audience; don't just lecture on your topic.
- Think about how people can **use** your information at their workplaces.
- Provide handouts, if possible. Attendees like handouts with additional resources.

#3. Practice

- Schedule a call to provide feedback to each other and discuss transitions.
- Schedule time to practice at the conference.
- Plan a visit to the on-site Speaker Ready Room to test your A/V in advance of your presentation.
- Time** yourself to ensure you are under the time limit.

#4. Deliver

- Greet the audience when they come in.
- Review learning objectives so the audience knows what to expect.
- Project passion and excitement. Emotions are contagious.
- Speak** clearly and loudly into the mic.
- Do not read from your slides. Eye contact is crucial for connecting with your audience.
- Always stand when presenting and answering questions. Try to move around with the wireless mics. Lessen the physical distance between you and your audience.